



# ZKTECO Face Plus Series Terminal User Guide

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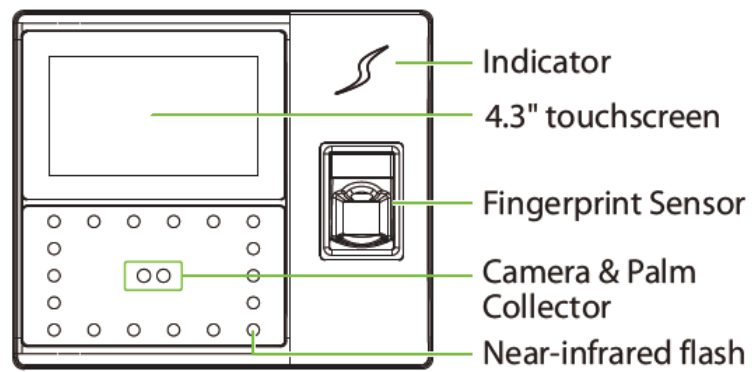


## ZKTECO Face Plus Series Terminal

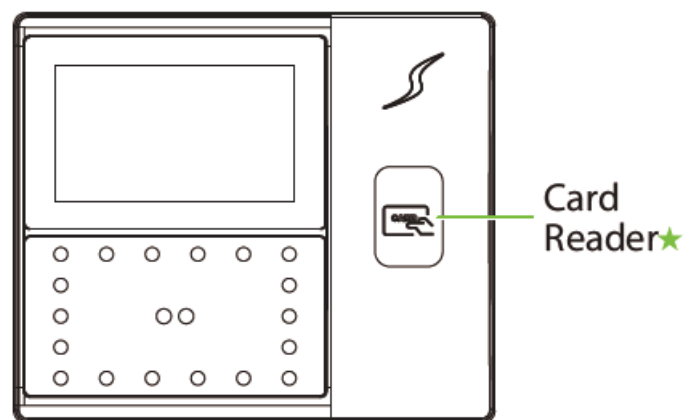


## Overview

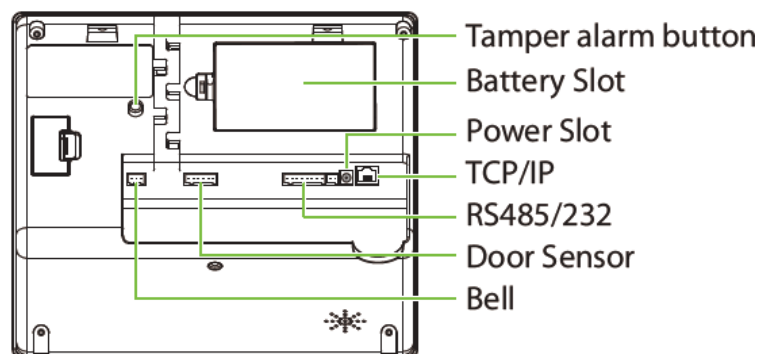
### Fingerprint, Facial & Palm Terminal – Front side



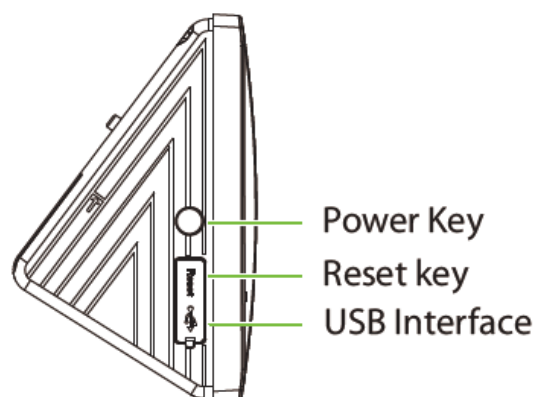
### RF Card, Facial & Palm Terminal – Front side



### Back side



### Left Side

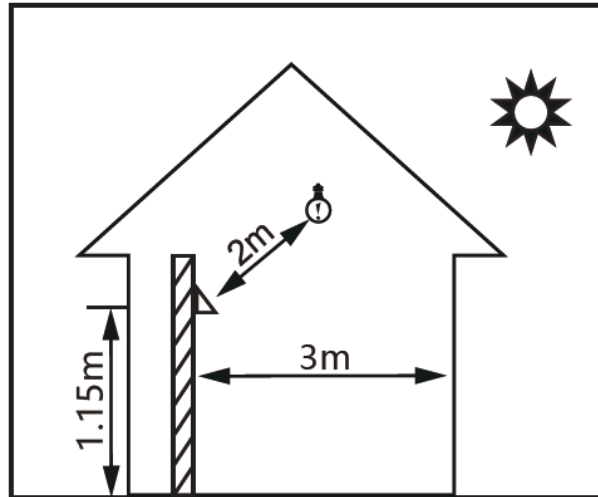


Tamper Alarm Button: Once the tamper alarm button is released, the system make will a warning sound and the icon will be displayed in the status bar of the initial interface. There will be no alarm signal when the button is pressed.

**NOTE:** Not all the products function with , the real product shall prevail.

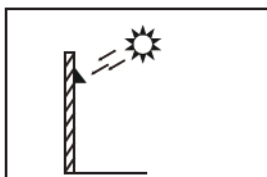
## Installation Environment

### 1. Recommended Installation Location

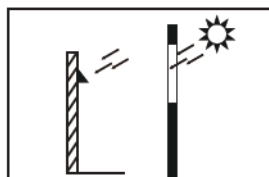


Install the device indoor at least 10 feet (3m) away from windows, and 6.5 feet (2m) from light fixtures. It is not recommended to install it near windows or outdoor.

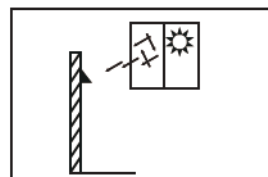
### 2. Not recommended Locations



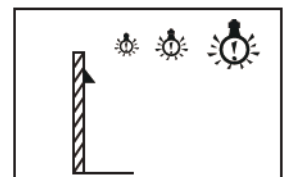
Direct sunlight  
in outdoor



Direct sunlight  
through windows



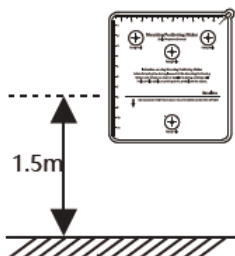
Indirect sunlight  
through windows



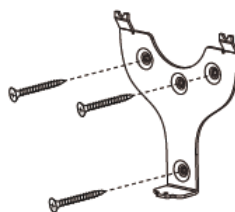
Too close to  
light fixtures

## Device Installation

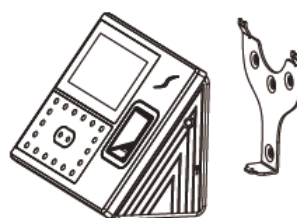
1



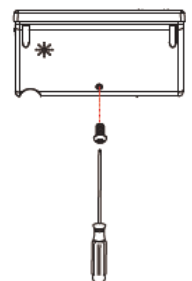
2



3



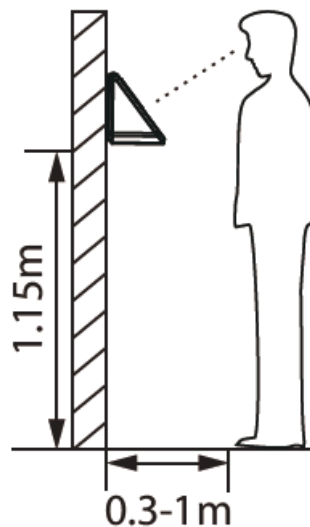
4



1. Place the mounting template sticker onto the wall, and drill holes according to the mounting paper.
2. Fix the back plate onto the wall using wall mounting screws.
3. Fix the device into back plate.
4. Use the safety screw to fasten the device to the back plate.

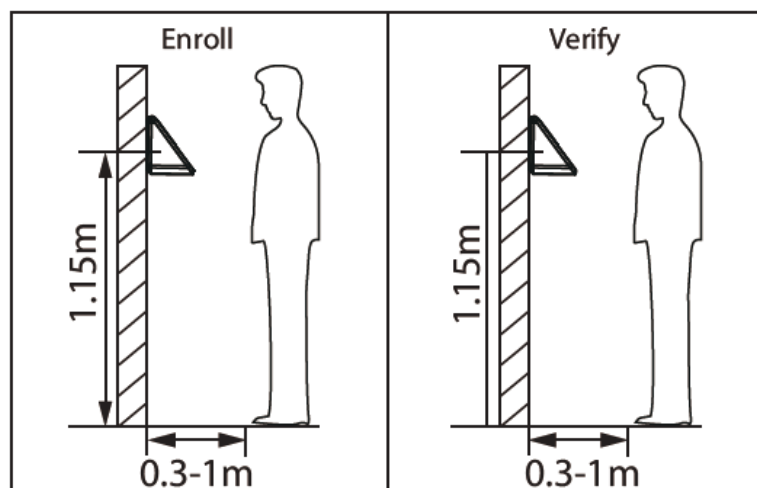
## Instructions to use the Face Recognition Device

## 1. Recommended Standing Position



For users of heights between 1.5m to 1.8m, it is recommended to install the device at 1.15m above ground (may be modified according to the user's average height).

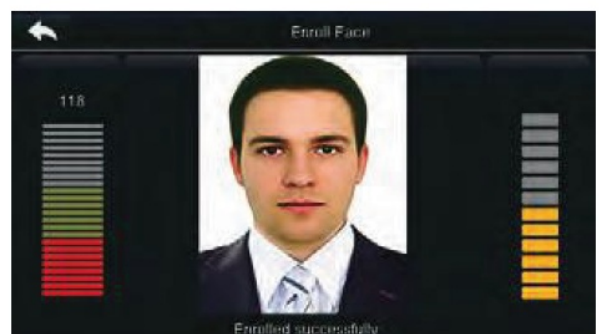
- **a. Recommended Registration and Verification Position**



During registration and verification procedures, the position of the device should not be changed to ensure verification preciseness. If it is necessary to move the device, its vertical height should not be changed.

## 2. Facial Registration and Verification

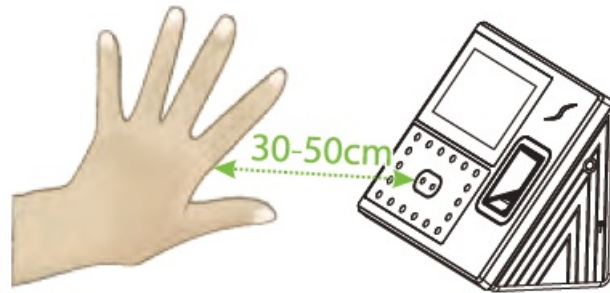
- a. During registration, you need to move your face forward or backward to ensure that your face is displayed in the center of the screen, until registration is successful.



## 3. Posture for Palm Registration and Verification

- a. Recommended position

### a. Recommended position



- Place your palm parallel to the device at a distance of 30-50cm away from the device.
- Make sure to have space between your fingers and not to bend your fingers.



During registration, locate your palm at the center of the screen, and follow the voice prompts. The user needs to move the hand forward and backward to adjust the palm position during the palm registration.

- b. Not recommended positions.

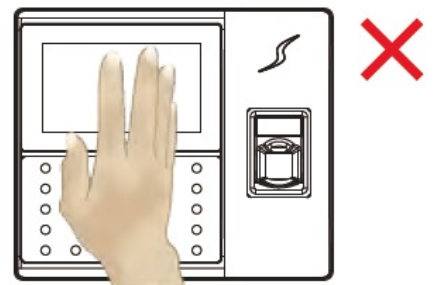
#### b. Not recommended positions.



Fingers together

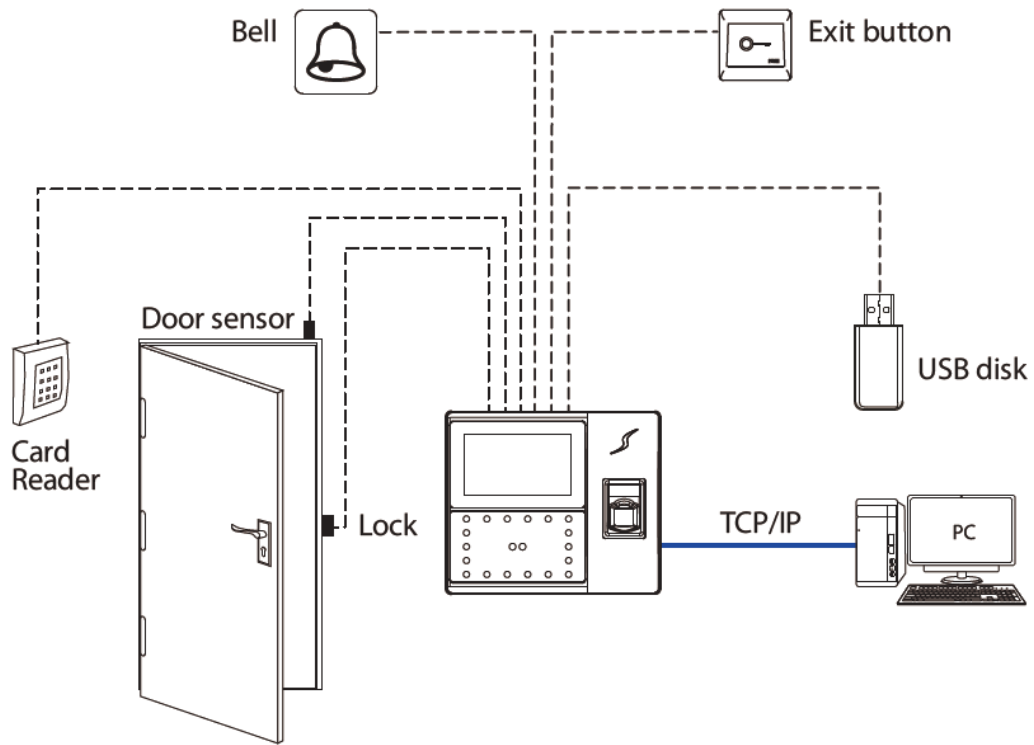


Bent fingers

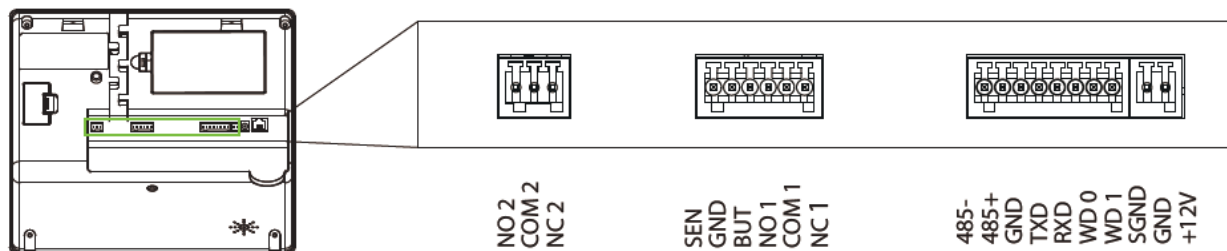


Not parallel to the device

## Standalone Installation



## Wiring Diagram

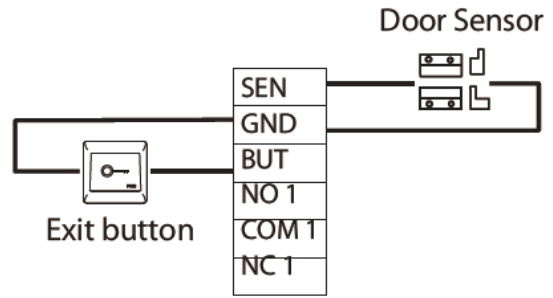
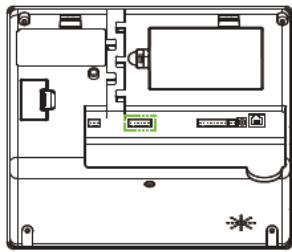


### 1. Bell Connection



### 1. Bell Connection

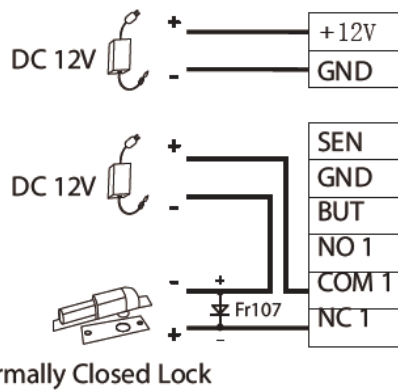
### 2. Door Sensor, Exit Button Connection



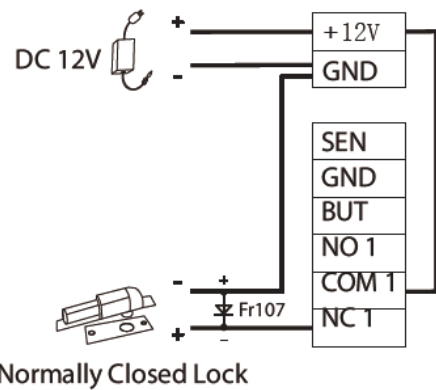
### 3. Lock Relay Connection

- The system supports Normally Opened Lock and Normally Closed Lock conditions
- The NO LOCK (normally opened at power on) is connected with 'NO1' and 'COM' terminals, and the NC LOCK (normally closed at power on) is connected with 'NC1' and 'COM' terminals. Take the NC Lock as an example below

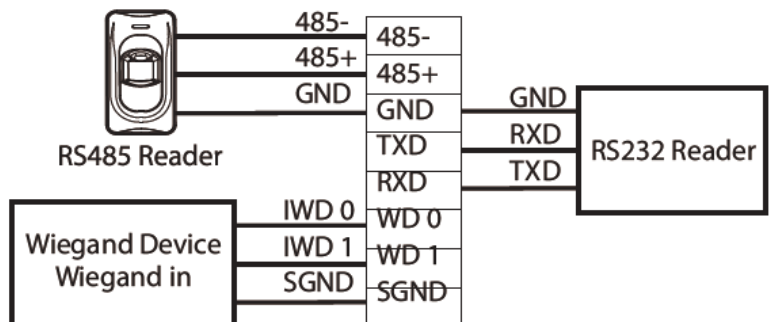
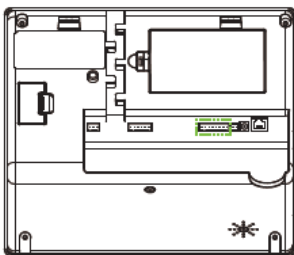
#### 1) Device not sharing power with the lock



#### 2) Device sharing power with the lock



### 4. RS232, RS485 & Wiegand Connection



### Operational Procedure

Enroll Administrator and Users

Communication Settings

Punch/Verify

View Records

#### 1. Enroll Administrator and Users

- a. Enroll Administrator (Main Menu g User Mgt. g New User)

New User	
User ID	1
Name	
User Role	Normal User
Palm	0
Fingerprint	0
Face	0

- User ID: Enroll the User ID; it supports 1 to 9 digits of numbers. Name: Enroll the Name; it supports 1 to 12 digits of any characters. Use Role: Select the user role between Normal User and Super Admin.
- Palm: Enroll the palm.
- Fingerprint★: Enroll the fingerprint(s).
- Face: Enroll the face according to the prompts of screen and voice. Badge Number★: Enroll the badge by swiping a badge. Password: Enroll the password; it supports 1 to 9 digits of numbers. User Photo: Enroll the user photo which will be displayed after each successful verification.
- Access Control Role: Set the Access Control parameters of a user.

#### **Access Control Setting (Main Menu g Access Control)**



- Access Control Options: Includes Door Lock Delay, Door Sensor Delay, Door Sensor Type, Door Alarm Delay, Retry Times to Alarm, NC / NO Time Period etc.
  - Time Schedule: Schedule Doors' opening time, 50 time zones can be defined.
  - Holidays: Set special time zones for holidays.
  - Access Groups: Set to manage employees in groups. Combined Verification: Set various groups into a combined access group to achieve multi-verification.
  - Duress Options: Set duress function options.
- b. Enroll Normal Users (same steps as Administrator registration, except the "User Role" option.)

## **2. Communication Settings (Main Menu g Communication)**

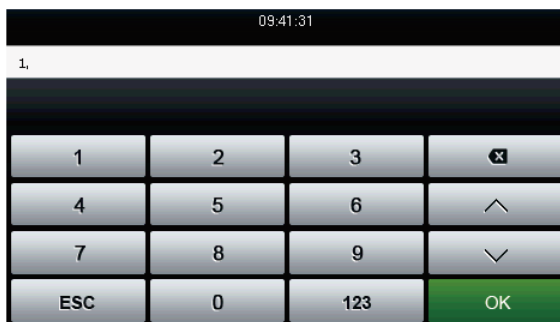




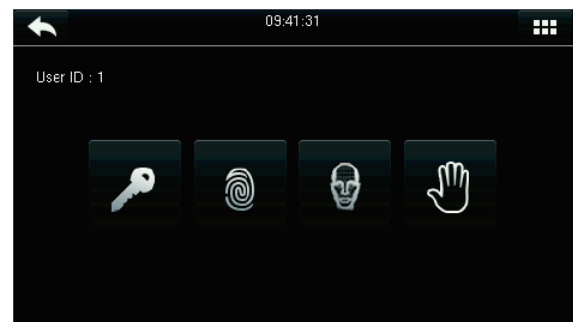
- Ethernet: The device can communicate with PC via the Ethernet parameters.
- Serial Comm: The device can communicate with PC via the serial port according to the parameters you set.
- PC Connection: Set the password and Device ID so that you can connect the device with the software in PC.
- Cloud Server Setting: Settings used to connect with ADMS Server.
- Wi-Fi Setting★: The device includes a Wi-Fi module, which can be built in the device mould or externally connected, to enable the data transmission via Wi-Fi and establish a wireless network environment.
- Wiegand Setup: Set the Wiegand-out parameters.

### 3. Verification (1:1 verification mode for example)

Click to access the 1:1 verification mode on initial interface.

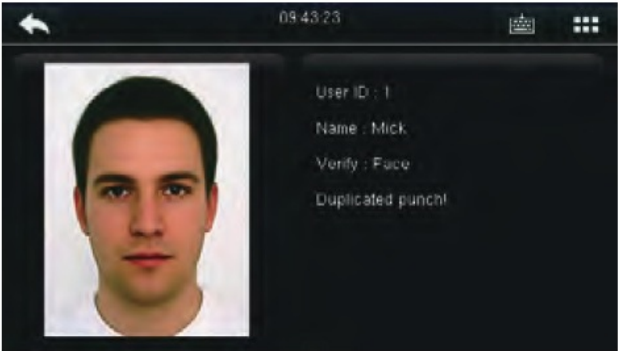


Enter the User ID and press [OK].



When multi-verification mode is registered, please choose the verification mode as shown in the above figure: Password, Fingerprint, Face and Palm.

a. Face Verification Mode



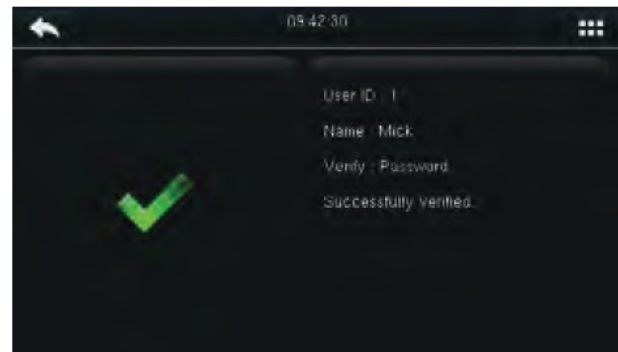
b. Palm Verification Mode



c. Fingerprint Verification Mode

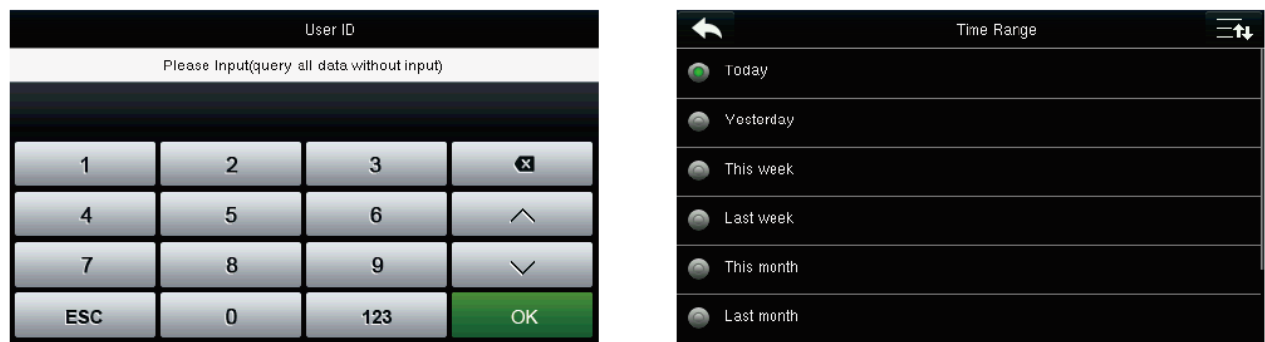


d. Password Verification Mode

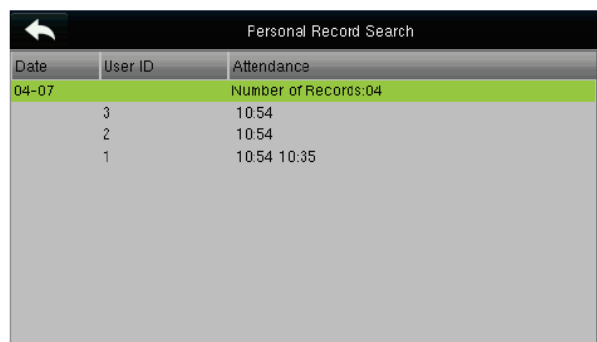


4. View Attendance Records

a. View records in the device (Main Menu → Attendance Search → Attendance Records)

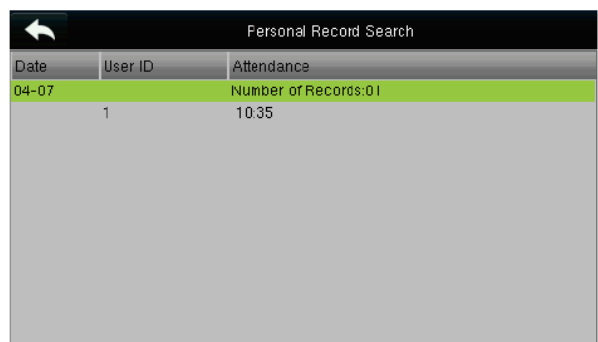


Enter the user ID to search.



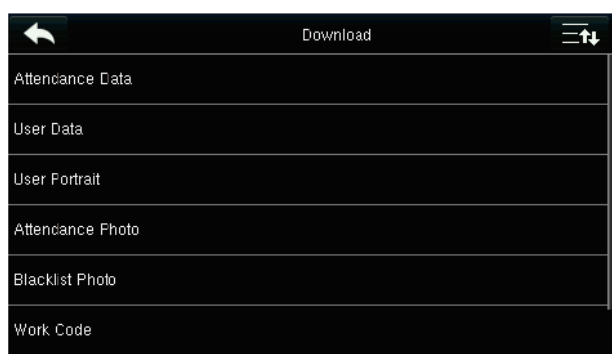
Tap the record in green to view its details.

Select the time range for attendance record query.



The above figure shows the details of this record.

b. View records on PC (Main Menu → USB Manager → Download → Attendance Data)



Insert the USB disk to the device, download the attendance data to the disk, then upload that data from the disk to your PC. The downloaded data is saved as"Device Serial Number.dat",

## Backup Data



To retain data, you can backup the data to local or USB disk at any time.Select Main Menu g Data Management g Backup Data. Select the content and file format to backup.

## Other Settings

- a. Date and Time (Main Menu g System g Date Time)

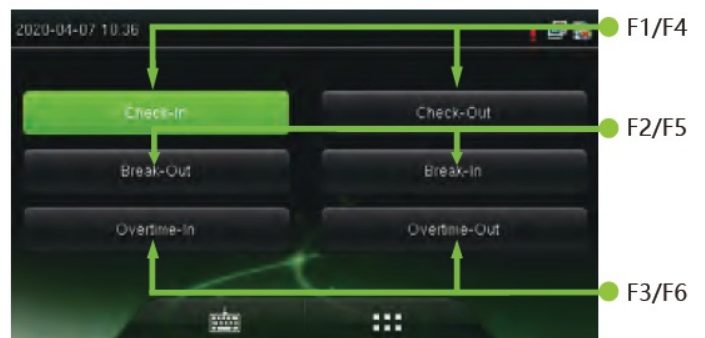
Date Time	
Set Date	2020-04-07
Set Time	10:26:56
24-Hour Time	<input checked="" type="checkbox"/> ON
Date Format	YYYY-MM-DD
Daylight Saving Time	<input type="checkbox"/> OFF

Set the date, time and time format for the device.

- b. Shortcut Key Mappings (Main Menu g Personalize g Shortcut Key Mappings)Shortcut keys can be defined as attendance state keys or menu function keys. When the device is on the main interface, pressing the corresponding shortcut key will display the attendance state or open the menu operationinterface.

Shortcut Key Mappings	
F1	Check-In
F2	Check-Out
F3	Break-Out
F4	Break-In
F5	Overtime-In
F6	Overtime-Out

Tap the shortcut key to be set



Tap the main interface to view the shortcut menu

## Documents / Resources



[ZKTECO Face Plus Series Terminal](#) [pdf] User Guide  
Face Plus Series Terminal